

**TITLE OF GROUP OF CLASS INSTITUTION ATTENDANT
MENTAL RETARDATION**

Class Code: 02153202

PSYCHIATRIC

Class Code: 02153201

TITLE OF CLASSES IN GROUP

Pay Grade: 14A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide direct care and treatment to severely and chronically mentally disabled patients and exercise custody and supervision of such patients consistent with nursing care and treatment plans; to perform related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom routine assignments are received in outline form; specific instructions are given with each new or unusual assignment; work is subject to review in process and upon completion for conformance with standards of care, policies, procedures, and instructions.

SUPERVISION EXERCISED: Supervises patients.

ILLUSTRATIVE EXAMPLES OF WORK IN THE SPECIALIZED FIELD:

To perform a variety of duties involved in providing direct care and treatment to severely and chronically mentally disabled patients.

To interact with patients; listen, encourage, and support.

To provide simple treatments, takes and records temperature, pulse, and respiration rates as required, assists professional staff in implementing treatment plans.

To wake, bathe, dress, feed, and groom patients as necessary and prepare them for visitors, grounds privileges, off-site appointments and bed.

To conduct ward rounds; makes patient count and safety check; files ward status reports; observes unusual behavior and reports unusual incidents to a superior.

To carry out patient admission, discharge and transfer procedures; inspect patients for contraband.

To observe and report on physical health of patients; brings signs and symptoms of physical illness to the attention of a superior.

To supervise patient recreational activities; escorts patients to appointments and off-site activities.

To collect specimens as required.

To maintain cleanliness and safety of patient's immediate environment; cares for patient's clothing and personal effects and does patient's personal laundry.

To recognize and implement a full range of infection control and disease prevention measures.

To identify and report elopements, and participate in searches.

To assist in the application of restraints, as directed.

To provide post mortem care.

To collaborate with professional staff and contribute to treatment planning and quality assurance activities.

To provide one-on-one special care, as assigned.

To lift and physically move patients.

To do minor clerical tasks as required.

To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the practices involved in psychiatric patient care, including those relating to first aid, housekeeping, personal needs, minor treatments and infection control and an ability to effectively apply this knowledge to the care, treatment, supervision and custody of such patients; the capacity to recognize the uniqueness of each patient and the ability to apply the principles of preventive, restorative and rehabilitative care in performing patient care; the ability to perform a variety of routine tasks involved in the care and custody of psychiatric patients; the ability to understand and carry out simple verbal and written instructions; the ability to maintain simple records; and related knowledge, skills, abilities, and capacities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Employment in a private or public hospital or clinical program involving participation in the care, custody, treatment and rehabilitation of severely and chronically mentally disabled persons.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment, must be registered as a Nursing Assistant by the Rhode Island Department of Health per the General Laws of Rhode Island and must maintain such registration as a condition of employment. Also, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: 2/1/1998

Editorial Review: 3/15/03